



**National Business Center
Division of Facilities Management Services
Reimbursable Alterations Services**



Summary of Services:

The Alterations Team provides reimbursable services for the Main and South Interior Buildings. These include but are not limited to construction services (painting, electrical, carpentry) weight load surveys, architectural engineering services, fabrication of personnel and organizational signage, and award plaques. Additional services include installation of supplemental Heat, Ventilation, and Air Conditioning, historic preservation and picture hanging. Work is performed through a small in-house staff and contractors.

Pricing:

- Labor rate of \$60 per hour plus materials
- Minimum charge for service is 1 hour
- An expedited fee of 20% may be assessed for work that necessitates change of work schedules and priorities, and redeployment of resources.

Fixed:

- ✓ Room Painting MIB-\$600, SIB-\$500
- ✓ Inserts for Room/organizational Identification inserts MIB-\$30, SIB-\$13
- ✓ Desk Name Plates with holder-\$25 without holder-\$20
- ✓ Purchase and installation of standard carpet tile \$35 per square yard (see carpet policy)
- ✓ Portals (historically correct) \$15K
- ✓ Kitchenettes \$10K
- ✓ Partitions:
 - Install drywall partition with outlets \$2,250
 - Install drywall partition with door and outlets \$2,600
 - Install metal partition with door and outlets \$2,350
 - Remove metal partition \$2,500
 - Remove drywall partition \$800



Reimbursable Payment Methods:

- Government purchase card
- Form DI-1
- Form DI-1 to establish blanket order for the fiscal year.

Estimating and Technical Assistance:

To answer questions and develop requirements, estimating and technical assistance is available upon request.



(Over)



“Striving to provide quality service to fully meet your needs”

Helpful Tips and Information:

- Please establish a blanket work order each fiscal year to expedite service.
- Plan your alterations as far in advance as possible. Some services are contracted and acquisition time must be considered.
- Weight load surveys are necessary for evaluating load bearing capacity when moving heavy items such as file systems, safes, storage systems, etc. Surveys may take up to several weeks to perform. Additional load bearing support may be required.
- Select standard paint colors and carpet samples to expedite service and reduce cost.

Points of Contact:

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